United Nations ST/IC/2006/46

Secretariat

8 November 2006

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2007 competitive examination for recruitment to the Professional category of staff members from other categories**

1. The purpose of the present circular is to provide information to staff members in the General Service and related categories of the Secretariat who wish to take the 2007 competitive examination for recruitment to the Professional category, in accordance with the provisions of administrative instruction ST/AI/2003/7 of 30 October 2003 and ST/AI/2005/9 of 26 July 2005.

2. The 2007 competitive examination for recruitment to the Professional category is scheduled to be held on 27 February 2007 (written component) and in June/July 2007 (oral component). For candidates convoked in two occupational groups, the two specialized papers are administered on the same day.

Selection of posts

3. The Office of Human Resources Management, taking into account information provided by departments and offices at all duty stations, has established projections of junior Professional level (P-1/P-2) posts subject to geographical distribution that will be or are expected to become available in the 12 months preceding placement. The total number of posts to be selected for the 2007 competitive examination for recruitment to the Professional category will be up to 10 per cent of the number of staff, other than language staff, that were recruited during the previous calendar year at the junior Professional level (P-1/P-2) after passing a competitive examination. The list of successful candidates unplaced under the 10 per cent quota mentioned above will also be circulated to departments for possible additional placement on extrabudgetary positions or in duty stations with high vacancy rates, in accordance with administrative instruction ST/AI/2005/9.

4. On the basis of these projections of organizational needs, the Central Examinations Board has selected the following occupational groups for which the examination is to be held:

(a) **Administration**, which covers work such as that of administrative officers, budget officers, personnel officers and project management officers;

* Expiration date of the present information circular: 31 December 2007.

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(b) **Economics**, which covers work such as that of economic affairs officers, transnational affairs officers and international development officers;

(c) **Legal affairs**, which covers work such as that of legal officers;

(d) **Library**, which covers work such as that of librarians and records management officers;

(e) **Publishing and printing**, which covers work such as that of publishing and printing officers;

(f) **Radio production**, which covers work such as that of radio producers;

(g) **Security**, which covers work such as that of security officers;

(h) **Statistics**, which covers work such as that of statisticians and related work in areas such as economics, the environment, social statistics, demography and trade.

Eligibility

5. A staff member serving in the General Service and related categories, including the Field Service category up to and including the FS-5 level, may apply to take a competitive examination in a particular occupational group, provided that he or she:

(a) Will have had a minimum of five years of continuous service in the Secretariat by 31 December 2006, excluding any service in separately administered funds or programmes, except as otherwise provided in paragraph 6 below;

(b) Has at least a "fully successful performance" rating in his or her last performance report;

(c) Holds a United Nations letter of appointment valid at least until 31 August 2007;

(d) Meets the minimum eligibility criteria set out in paragraphs 7 to 9 of the present information circular.

6. Short breaks in service of not more than six months may be allowed at the discretion of the Central Examinations Board. Staff members who had previously served continuously for at least five years with the United Nations Secretariat, had resigned and by 31 December 2006 would have served continuously for at least three years since their reappointment will also be considered eligible, provided that they meet the other requirements.

Eligibility criteria

7. Staff members are invited to apply for one of the occupational groups in which the examination is to be held in 2007. The minimum eligibility criterion is a three-year first-level university degree, broadly related to the occupational group for which the candidate has applied. Detailed requirements are as follows:

(a) **Administration**: first-level university degree in public or business administration, commerce, marketing, human resources management or another relevant discipline;

(b) **Economics**: first-level university degree in macroeconomics, microeconomics, international trade, political economy, econometrics, development planning and analysis, economic development and growth or public economics. Training in fundamental economic theory is a basic requirement;

(c) **Legal affairs**: first-level university degree in law, public law, international law, law of the sea, human rights law or international humanitarian law. Two to three years of practical experience in the field of law or two to three years of international working experience in legal fields relevant to the work of the Organization would be an advantage;

(d) **Library**: first-level university degree in library and information science, knowledge management, information studies, information architecture, information resources, communication, media studies, new media, web design or data management and retrieval. Furthermore, candidates with a first-level university degree in a field relevant to the work of the Organization, i.e., political science, international relations, modern history, social science, economics or legal affairs, may be considered provided they have relevant working experience in library and information management such as reference services, knowledge-sharing activities, indexing and/or cataloguing, metadata creation, taxonomy management or website development (Internet, Intranet and Extranet);

(e) **Publishing and printing**: first-level university degree in printing management, printing technology or graphic design. Furthermore, candidates with a first-level university degree in business administration, or a closely related field, with specialized training in the print and production fields such as printing technology, seminars/classes in pre-press and production methods and techniques and on-demand printing and colour proofing will also be considered by the Board;

(f) **Radio production**: first-level university degree in communication, broadcast journalism or media studies. Furthermore, candidates with a first-level university degree in a field relevant to the work of the Organization, i.e., political science, international relations, modern history, social science, economics, legal affairs, and with work experience in public information as a television or radio producer, will also be considered by the Board. Due to the current needs of the Organization, this examination will only be held in radio production, for Arabic, and radio broadcasting, for Spanish, respectively. In addition to a first-level university degree, as described above, a minimum of two years' experience in radio or television broadcast journalism as a writer, producer or editor and a good radio voice in either Arabic or Spanish are required;

(g) **Security**: first-level university degree in criminology, criminal justice or security management. Furthermore, candidates with military or police academy training equivalent to a first-level university degree will also be considered by the Board. At least five years of progressively responsible experience related to military, police or security occupations, including unit command experience, are also required;

(h) **Statistics**: first-level university degree in statistics, mathematics, economics with a specialization in econometrics, social sciences with a specialization in sociometrics or demography. One to two years of working experience with a national statistical office or one to two years of working

experience in the area of environmental, social or economic statistics would be an advantage.

Staff members who have a degree or degrees broadly related to two occupational groups offered in 2007 may apply to take the examination in each of the two groups.

8. Staff members who had served in the Secretariat for at least five years by 31 December 1989 will be allowed to take the examination in any one of the occupational groups for which the examination is held in 2007 upon providing evidence of post-secondary academic qualifications. Should such staff members hold a first-level university degree or degrees broadly related to the occupational groups offered in 2007, they may apply to take the examination in a second occupational group to which their degree is broadly related (see para. 7).

9. Staff members should provide relevant documents, as required, as evidence in support of their meeting the minimum eligibility criteria described in this section and the eligibility requirements listed in paragraph 5.

Applications

10. Staff members who wish to submit an application should complete the application form contained in the annex to the present information circular and submit it with all the required documentation to the Central Examinations Board by 1 December 2006. The staff member's most recent performance report must also be submitted with the application.

Format and substance of the examination

11. The examination consists of a written examination and an oral examination related to the occupational group concerned.

Written examination

12. The written examination, which accounts for 80 per cent of the total marks, consists of the following two sections:

(a) A general paper that tests drafting skills (45 minutes);

(b) A specialized paper (3 hours and 45 minutes) that tests the candidate's substantive knowledge of the particular occupation.

Oral examination

13. Candidates may be convoked for an oral examination in accordance with administrative instructions ST/AI/2003/7 and ST/AI/2005/9. Candidates serving at duty stations away from Headquarters will take this part of the examination either in New York or at another location, depending on circumstances. At locations away from Headquarters, the oral examination will be conducted by a board consisting of at least three members of the relevant board of examiners, including an ex officio member.

14. The oral examination, which accounts for 20 per cent of the total marks, will consist of a competency-based interview designed to test the candidate's general knowledge of international affairs and of the United Nations core values and competencies that are necessary for positions in the respective occupational groups.

Annex

Application for the competitive examination for recruitment to the Professional category of staff members from other categories

(United Nations Secretariat staff members only)

All correspondence with candidates will be conducted on the basis of the information given. It is the responsibility of the candidates to inform the Secretary of the Central Examinations Board of any changes in the information indicated in the application form.

Note: The deadline for receipt of applications by the Central Examinations Board (United Nations Headquarters) is 8 December 2006.

Section I. Personal data

Please type or print legibly.

Last name (family name):

First name:

Nationality:

Sex: F M Index No.:* Category: Present level:

Type of appointment: Fixed-term: Probationary: Permanent:

Expiration or review date: Day: Month: Year:

Date of birth: Day: Month: Year:

Date of entry into the United Nations Secretariat: Day: Month: Year:

Date of latest PAS: Day: Month: Year:

Please submit a copy of your latest Performance Appraisal System report (PAS) with your application.

Main language (mother tongue):

* Usually appears on your monthly salary statement or grounds pass; if not, please contact your personnel officer to obtain your number.

Please check below the occupational group (or two occupational groups, if applicable) for which you wish to take the examination.

Administration _____ Economics _____ Legal affairs _____ Library _____

Publishing and printing _____ Radio production _____ Security _____ Statistics _____

Duty station: _____

Department/office: _____
(write in full)

E-mail address: _____

Room No.: _____ Telephone No.: _____

Home telephone No.: _____ (Because of time differences at duty stations away from Headquarters, candidates are requested to indicate their home telephone number in order to facilitate communications of an urgent nature.)

1. Have you applied to take previous G to P examinations? Yes ☐ No ☐

2. Were you convoked to sit for previous G to P examinations? No ☐

If yes, when? 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐
1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐
1998 ☐ 1999 ☐ 2000 ☐ 2002 ☐ 2003 ☐ 2004 ☐ 2005 ☐ 2006 ☐

For which occupational group(s)? _____

Did you actually take the examination? No ☐

Yes, in: 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐
1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐
1998 ☐ 1999 ☐ 2000 ☐ 2002 ☐ 2003 ☐ 2004 ☐ 2005 ☐ 2006 ☐

Section II. Education[b]

List your qualifications at the secondary and post-secondary levels, indicating the certificate, diploma or degree received. All candidates, including those who have applied to take or have taken a previous G to P examination, must forward a copy of their university degree or diploma, including, when available, a copy of an up-to-date university transcript.

Written proof of post-secondary education must be attached to this application. (Send photocopies; do not send any originals.) Failure to provide proof will result in the application being disregarded.

Certificate, diploma or degree *(Exact title in original language. For work towards a degree, please list number of credits.)*	***Institution name*** ***Place*** ***Country***	***Period of study*** Month Year	***Description of courses or main field of study***
Secondary studies		From:	
		To:	
Post-secondary studies		From:	
		To:	
		From:	
		To:	
		From:	
		To:	
		From:	
		To:	

If you need more space, attach additional pages.

[b] You are strongly encouraged to attach your current personal history profile or personal history form in lieu of completing sections II, III and IV of the present form.

Section III. Relevant professional experience

List and briefly describe any professional experience that you feel is relevant to your application.

Section IV. Languages

If you passed a United Nations language proficiency examination (LPE), please indicate the year in which you obtained the certificate. If you did not pass this examination, indicate your level of ability below, using the following code letters: A = fluently, B = quite easily, C = not easily.

If you are or have been enrolled in any language courses, please indicate the institution and the highest level completed or the diploma obtained.

Language	*LPE year*	*Read*	*Understand*	*Speak*	*Write*	*Institution and diploma (period(s) of study)*

Section V. Occupation(s) for which you are applying

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

Sex: [F] [M] Index No.: [ ][ ][ ][ ][ ][ ]

Please check below the occupational group(s) for which you wish to take the examination. You may apply for no more than two occupational groups.

Administration [ ] Economics [ ] Legal affairs [ ] Library [ ]

Publishing and printing [ ] Radio production [ ] Security [ ] Statistics [ ]

Highest educational level:

High school [ ] Post-secondary [ ] Bachelor's degree [ ] Master's degree [ ] Other (Ph.D., etc.) [ ]

Section VI. Certification of accuracy of information provided

Fully completed applications, together with proof of post-secondary education and of language ability (if you did not pass the language proficiency examination or are not enrolled in a United Nations course), must be received by the Central Examinations Board no later than **1 December 2006** in a sealed envelope marked Confidential, addressed to:

Central Examinations Board secretariat
Office of Human Resources Management — Room S-2590A
United Nations Secretariat
New York, NY 10017, USA
Fax: (212) 963-3683

E-mail: OHRM-GtoP@un.org

For duty stations outside New York, please fax the application if possible. Where a fax machine is not available, please use the United Nations pouch.

Important: Applications that are incomplete or do not include essential information may be rejected.

I certify that the above information is correct to the best of my knowledge and understand that any misrepresentation would lead to my elimination from the examination and to possible disciplinary action. I also understand that it is my responsibility to report immediately any changes in the foregoing information to the Central Examinations Board.

Date: _____ Signature: _____

List of enclosures: _____

_____

_____

_____

_____

_____

_____

_____

_____

☐ Most recent PAS

Competitive examination for recruitment to the Professional category of staff members from other categories

The information below will be used as your mailing label; please print or write legibly. You are responsible for immediately reporting to the Secretary of the Central Examinations Board any subsequent change in duty station, either prior to or during the examination process.

Central Examinations Board stamp

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

This portion will be returned to you as an acknowledgement of receipt of your application.

United Nations ST/IC/2006/47

Secretariat

8 November 2006

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2007 national competitive recruitment examinations**

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the United Nations Secretariat who wish to take the national competitive recruitment examinations at the P-2 level in 2007, in accordance with the provisions of administrative instruction ST/AI/1997/1. Further details, including descriptions of occupational groups and sample papers, can be obtained from the following website: http://www.un.org/Depts/OHRM/examin/exam.htm.

2. The 2007 national competitive recruitment examinations will be held on 27 February 2007 in the following P-2 occupational groups: administration, economics, legal affairs, library, publishing and printing, radio production (Arabic and Spanish), security and statistics.

3. A list of participating Member States is contained in the annex to the present circular.

4. Staff members who meet the conditions set out in administrative instruction ST/AI/1997/1 may apply by completing the attached application form and an updated Personal History (P11) or Personal History Profile (PHP), found in the Galaxy system, and forwarding them, by 1 December 2006, to: 2007 NCRE (Staff members), Examinations and Tests Section, Room S-2575E, Division for Organizational Development, Office of Human Resources Management. The most recent performance appraisal form (PAS) and copies of all university degrees obtained must be attached to the application. Incomplete applications will not be considered.

* Expiration date of the present information circular: 31 December 2007.

06-60992 (E) 131106

United Nations application form for the 2007 national competitive recruitment examination for General Service staff members of the United Nations Secretariat only

Section I
Personal data

Last name: _____ Room No.: _____ Ext.: _____

First name: _____ Index No.: _____

E-mail: _____ Nationality: _____

Gender: _____ Grade: _____ Duty station: _____

Department: _____ Appointment: _____

EOD date: _____ Expiration date: _____

Date of birth: _____

Section II
Type of examination

Occupational group: _____

Latest copy of performance appraisal (PAS) attached: _____

Period covered in PAS: _____

Copies of degrees attached: _____

Updated P11 or PHP attached: _____

This application, together with the documentation requested in section II, should be submitted by 8 December 2006 to the Examinations and Tests Section, Division for Organizational Development, Room S-2575E. Applications may also be submitted by e-mail (OHRM_ets@un.org) or faxed to +1-212-963-3683.

Date: _____ Signature: _____

Annex

List of Member States participating in the 2007 national competitive recruitment examination programme

Afghanistan
Andorra
Angola
Antigua and Barbuda
Bahrain
Botswana
Brunei Darussalam
Central African Republic
Chad
China (only economics and legal affairs)
Comoros
Democratic People's Republic of Korea
Dominica
Gabon
Georgia
Grenada
Guatemala
Honduras
Israel
Japan
Lao People's Democratic Republic
Liechtenstein
Lithuania
Malawi
Maldives
Malta
Marshall Islands
Mauritius
Micronesia (Federated States of)
Monaco
Mozambique
Namibia
Norway
Oman
Palau
Panama
Poland
Republic of Korea
Saint Lucia
Saint Vincent and the Grenadines
Samoa
San Marino
Sao Tome and Principe
Saudi Arabia
Solomon Islands
Somalia
Suriname
Switzerland
Tonga
Turkmenistan
Tuvalu
United States of America
Vanuatu
Viet Nam
Yemen

United Nations ST/IC/2006/47/Corr.1

Secretariat

15 November 2006

Information circular*

To: Members of the staff

From: Assistant Secretary-General for Human Resources Management

Subject: **2007 national competitive recruitment examinations**

Corrigendum

Paragraph 2

In the list of occupational groups, *delete* administration

* Expiration date of the present information circular: 31 December 2007.

06-61702 (E) 161106

United Nations ST/IC/2006/48

Secretariat

31 July 2006

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2005-30 June 2006**

1. The purpose of the present circular is to continue to inform staff members of the practice of the Secretary-General in exercising his authority in disciplinary matters under article X of the United Nations Staff Regulations, and to ensure that all staff of the Organization are informed of the most common examples of misconduct and/or criminal behaviour and their disciplinary consequences, including any legal action with due regard to the protection of the privacy of the staff member(s) concerned. The first information circular of this kind, ST/IC/2002/25, which covered the period from January 2000 through February 2002, was provided at the request of the Accountability Panel, which was established by the Secretary-General by ST/SGB/2000/14 of 23 October 2000 (abolished and replaced by ST/SGB/2005/13 of 5 May 2005) to ensure that the Secretariat addresses the findings of its oversight review bodies from a systemic perspective, and to reinforce existing accountability mechanisms. A second information circular, ST/IC/2004/28, covering the period from March 2002 through December 2003, was issued to raise awareness and enhance transparency regarding accountability in disciplinary matters among managers and staff. A third information circular, ST/IC/2005/51, covered the period from 1 January 2004 through 30 June 2005. The present information circular covers the period from 1 July 2005 through 30 June 2006.

* The present circular will be in effect until further notice.

06-61842 (E) 201106

I. Overview of administrative machinery in disciplinary matters

A. Rules governing the conduct of staff members[1]

2. Article 101, paragraph 3, of the Charter of the United Nations states that the "paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and *integrity*" (emphasis added).

3. Article I of the Staff Regulations and chapter I of the Staff Rules, both entitled "Duties, obligations and privileges", set out the basic values expected of international civil servants because of their status, as well as particular manifestations of such basic values. Particular reference is made to staff regulation 1.2 and staff rule 101.2 for specific instances of expected or prohibited conduct.

B. Misconduct

4. Article X of the Staff Regulations, entitled "Disciplinary measures", provides in regulation 10.2 that "the Secretary-General may impose disciplinary measures on staff members whose conduct is unsatisfactory". Staff rule 110.1, on misconduct, provides that "failure by a staff member to comply with his or her obligations under the Charter of the United Nations, the Staff Regulations and Staff Rules or other relevant administrative issuances, or to observe the standards of conduct expected of an international civil servant, may amount to unsatisfactory conduct ... leading to the institution of disciplinary proceedings and the imposition of disciplinary measures for misconduct". Similarly, staff rule 101.2 (a) provides that "disciplinary procedures ... may be instituted against a staff member who fails to comply with his or her obligations and the standards of conduct set out in the Charter of the United Nations, the Staff Regulations and Rules, the Financial Regulations and Rules, and all administrative issuances". Within these parameters, the Secretary-General has broad discretion in determining what constitutes misconduct and in imposing disciplinary measures. Administrative instruction ST/AI/371, on revised disciplinary measures and procedures,[2] provides further examples of conduct for which disciplinary measures may be imposed.

C. Due process

5. Where the head of office or responsible officer believes, on the basis of an investigation, that disciplinary procedures may be warranted, he or she will refer the matter to the Assistant Secretary-General for Human Resources Management for a

[1] For a full overview of relevant provisions, see Secretary-General's bulletin ST/SGB/2002/13, "Status, basic rights and duties of United Nations staff members", issued at the request of the General Assembly. Provisions relating to the status, rights and obligations of staff members, and to disciplinary matters, can also be found in the electronic Human Resources Handbook under "Status, basic rights and duties" and "Disciplinary".

[2] See the electronic Human Resources Handbook referred to in footnote 1 above. Also relevant is administrative instruction ST/AI/379, on procedures for dealing with sexual harassment.

decision on whether to pursue the matter as a disciplinary case.[3] During the period reported on, preliminary investigations were undertaken by the head of office or his/her designees, or by the Office of Internal Oversight Services, at its own initiative, or at the request of the head of office. The adoption of General Assembly resolution 59/287 has given greater authority to OIOS in this regard.

6. If the Assistant Secretary-General for Human Resources Management decides to pursue the matter, the first step is to notify the staff member in writing of the allegations as well as of his or her right to seek the assistance of counsel. The staff member is given a reasonable opportunity to respond to the allegations. In the light of the comments provided by the staff member, it is decided whether to close the case, to refer it to a Joint Disciplinary Committee for advice or to summarily dismiss the staff member.

7. While the Secretary-General has broad discretionary authority in deciding upon an appropriate measure in each case, no staff member can be subjected to disciplinary measures until the matter has been referred to a Joint Disciplinary Committee for advice as to what measures, if any, are appropriate. Such referral to a Joint Disciplinary Committee may be waived when the staff member concerned and the Secretary-General agree on a disciplinary measure and the proceedings would therefore serve no valid purpose. When the seriousness of the case warrants summary dismissal, prior referral to a Joint Disciplinary Committee is not required; however, staff members who have been summarily dismissed may, at their initiative, seek a review of their case by a Joint Disciplinary Committee. All staff members subjected to disciplinary measures ultimately have recourse to the United Nations Administrative Tribunal.[4]

D. Disciplinary measures

8. Staff rule 110.3 provides that disciplinary measures can take one or more of the following forms (i.e., more than one measure can be imposed in each case):

(a) Written censure by the Secretary-General;

(b) Loss of one or more steps in grade;

(c) Deferment, for a specified period, of eligibility for within-grade increment;

(d) Suspension without pay;

(e) Fine;

(f) Demotion;

(g) Separation from service, with or without notice or compensation in lieu thereof;

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[3] The head of administration in a mission will refer the case to the Department of Peacekeeping Operations, Personnel Management and Support Service, at Headquarters, which will refer the matter to the Office of Human Resources Management if it concurs with the mission.

[4] Numerous judgements of the United Nations Administrative Tribunal relate to disciplinary measures and show the practice of the Secretary-General for those cases brought before the Tribunal. Digests of these can be found in the online "Digest of Cases and Jurisprudence" (see "Administrative Tribunal", under the "Resources" column on the iSeek Intranet home page).

(h) Summary dismissal.

9. In determining the appropriate measure, every case is decided on its own merits, taking into account the particulars of the case, including aggravating and extenuating circumstances.

E. Other measures

10. Reprimands, written or oral, by a supervisory official are not considered disciplinary measures. Like warnings or letters of caution, they are managerial, not disciplinary measures. However, they are also important measures to uphold standards of proper conduct and to promote accountability. Where inappropriate behaviour affects performance, the issue is addressed in the context of performance management. This may include training, counselling, withholding of salary increments, non-renewal of contract or termination of appointment.

II. Summary of practice in disciplinary cases for the period of 1 July 2005 through 30 June 2006

11. The information below refers to all cases in which the Secretary-General imposed a disciplinary measure during the reporting period.

12. For each case that led to the imposition of one or more disciplinary measures, a summary is provided below, indicating the nature of the misconduct and the disciplinary measure(s) imposed by the Secretary-General. The function or other particulars of the staff member are provided only when these played a role as aggravating circumstances in determining the measures to be taken. Conduct issues that were dealt with by means other than disciplinary measures are not listed.

13. Not every case brought to the attention of the Secretary-General results in disciplinary or other measures being taken. When a review by the Office of Human Resources Management reveals that there is not sufficient evidence to pursue a matter as a disciplinary case, or when a staff member provides a satisfactory explanation in response to allegations, the case is closed and the staff member considered cleared of the allegations. Cases may also be closed when a staff member retires or is otherwise separated from the Organization before disciplinary proceedings are concluded, as the Secretary-General does not have the authority to impose disciplinary measures on former staff members. In these cases a record is made and placed in the official status file.

1. Abuse of authority and harassment

(a) A staff member was found to have (i) sexually harassed another staff member; (ii) harassed a second staff member; and (iii) interfered with an official investigation into allegations against him.

Disposition: demotion by one level for the period of five years with no possibility of promotion during that time.

(b) A staff member abused his authority by improperly initiating a sexual exploitation and abuse investigation against another staff member.

Disposition: separation from service with compensation in lieu of notice.

(c) A staff member engaged in sexual and professional harassment of staff and abuse of authority as a manager.

Disposition: summary dismissal.

(d) A staff member sexually harassed a staff member under his supervision, and abused his power and authority with respect to her and other staff under his supervision.

Disposition: summary dismissal.

(e) A staff member engaged in unwelcome sexual advances, verbal and physical conduct of a sexual nature, and sexual harassment.

Disposition: summary dismissal.

2. Fraud and misrepresentation

(a) A staff member misrepresented the facts about the ownership of his personal belongings in an incident report.

Disposition: separation from service.

(b) A staff member submitted a forged invoice in support of an education grant claim; falsely certified her education grant claim; and attempted to defraud the Organization.

Disposition: summary dismissal.

3. Theft and misappropriation

(a) A staff member lent the property of the Organization to a third party without permission. The property was stolen and later sold. After the property was recovered, the staff member then lent the property to the same third party.

Disposition: written censure.

(b) A staff member stole United Nations property, which he used for his personal benefit, and then forged false receipts for the property in order to be reimbursed by a third party.

Disposition: separation from service.

(c) A staff member stole United Nations property.

Disposition: summary dismissal.

4. Sexual exploitation and sexual abuse

(a) A staff member engaged in sexual activity with a minor.

Disposition: summary dismissal.

(b) A senior manager encouraged a working environment that tolerated and/or promoted breaches of confidentiality and security, and sexual exploitation and abuse; failed to take appropriate action when evidence of wrongdoing was brought to his attention; and refused to cooperate with an official investigation.

Disposition: summary dismissal.

(c) A staff member engaged in sexual relations with a woman and two underage girls in exchange for money.

Disposition: summary dismissal.

(d) A staff member (i) sexually exploited and abused four United Nations contract workers; (ii) sexually harassed them; and (iii) accepted payment from a person in exchange for a promise for employment with the Organization.

Disposition: summary dismissal.

(e) A staff member engaged in sexual exploitation and sexual abuse of a national of the host country.

Disposition: summary dismissal.

5. Other

(a) A staff member (i) actively participated in disclosing highly confidential information; (ii) publicly discredited his supervisor and the Organization; (iii) interfered with the official activities of the Organization; and (iv) used his office equipment for purposes other than official business.

Disposition: summary dismissal.

(b) A staff member was convicted of driving under the influence of alcohol on two occasions, causing a traffic accident on one occasion and leaving the scene of the accident without providing his personal information on the second occasion.

Disposition: censure.

III. Criminal behaviour

Referral to national authorities of cases involving possible criminal conduct

14. When an investigation shows that criminal activity may have occurred, the Secretary-General may decide to refer these cases to relevant national authorities for action. During the reporting period, of the 17 cases in which the Secretary-General imposed a disciplinary measure, one case was referred to the national authorities. During the same period, the Organization also referred to national authorities one case in which the Secretary-General had imposed a disciplinary measure prior to the reporting period. In addition, at the request of national authorities, the Secretary-General decided to waive immunity from legal process in the cases of four Secretariat staff members who had been named as alleged perpetrators. The decisions to waive immunity in the preceding cases were made because immunity would have impeded the course of justice; they should not be construed as decisions on the merits of the allegations against the concerned staff members, who remain innocent until proven guilty.

United Nations ST/IC/2006/49

Secretariat

24 November 2006

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Relocation grant (lump-sum option for unaccompanied shipments): rates**

1. With a view to further harmonizing the conditions of service of Secretariat staff with those of staff serving in United Nations funds and programmes, the purpose of the present circular is to inform staff members of the rates for the relocation grant option provided in lieu of unaccompanied shipments, with effect from 1 January 2007, as detailed in section 11 of ST/AI/2006/5.

2. The rates are as follows:

   (a) $10,000 for a single staff member;

   (b) $15,000 for a staff member with dependants.

3. These rates may be adjusted following inter-agency consultation.

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* The present circular will remain in effect until further notice.

06-63019 (E) 291106

United Nations ST/IC/2006/50

Secretariat

28 November 2006

Information circular*

To: Members of the staff at Headquarters

From: The Acting Under-Secretary-General for Management

Subject: **Termination of support for obsolete computing equipment**

1. The Information Technology Services Division (ITSD) establishes standards for computing equipment that connects to the United Nations common network infrastructure. However, funds to acquire and/or replace such equipment have been assigned to the respective individual departments, which are responsible for identifying what equipment needs to be purchased and/or replaced.

2. In addition to establishing equipment standards, ITSD provides end-user offices with technical support based on service-level agreements. The age and condition of the equipment used on the network can have a significant impact on the overall performance of the technical infrastructure, and as hardware ages it becomes more difficult to maintain and support. In addition, the age of the equipment also has a negative impact on its capacity to receive the latest software distributed through regular updates of the Central Management Software.

3. Pursuant to the above, and in line with paragraph 7 of General Assembly resolution 58/270, which dictates that the replacement cycle for desktop computer equipment should be no less than four years, ITSD regularly publishes information relating to when it will cease to provide support for computer equipment considered to be obsolete and/or not capable of operating the standard software.

4. Therefore, please note the following:

(a) As of 31 March 2007, ITSD will terminate support for all desktop computers below the level of Pentium 4 2.0GHz;

(b) As of 31 December 2007, ITSD will terminate support for all desktop computers below the level of Pentium 4 2.4GHz;

(c) As of 31 December 2008, ITSD will terminate support for all desktop computers below the level of Pentium 4 2.8GHz.

* The present circular will remain in effect until further notice.

06-63246 (E) 011206

5. Current ITSD equipment standards are posted on iSeek, and this information can be viewed by following the links to Topics/Information Technology/Alphabetical List of ITSD Services/Standards (Hardware).

6. Users should address questions about departmental replacement schedules to their respective IT Coordinators. The list of IT Coordinators is also available on iSeek by following the links to Topics/Information Technology/Alphabetical List of ITSD Services/IT Focal Points. All other questions, comments or suggestions should be directed to the ITSD Help Desk by e-mail to the Lotus Notes address **Help Desk ITSD/NY/UNO**, or to the Internet e-mail address **helpdeskitsd@un.org**.

United Nations ST/IC/2006/51

Secretariat

28 November 2006

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Review of staff claims for dependency benefits for 2004 and 2005**

1. The purpose of the present circular is to inform staff members of the manner in which the review of their entitlements to dependency benefits for the years 2004 and 2005 will be conducted.

2. All staff at Headquarters and the staff of United Nations Information Centres, the International Criminal Tribunal for Rwanda and field missions, as well as project personnel administered by the Department of Economic and Social Affairs and the Office for the Coordination of Humanitarian Affairs at Headquarters, with a dependant recognized by the United Nations must review their entitlements to dependency benefits as described in the present circular.

3. The electronic P.84 (e-P.84) and hard copy P.84 questionnaire form will contain the information currently recorded for each staff member and his or her dependants in the Integrated Management Information System (IMIS). Staff members are requested to review that information carefully, make any necessary changes or corrections and certify the accuracy of the information contained in the form, including the question regarding the amount of Government assistance for each child.

* Expiration date of the present information circular: 31 March 2007.

06-63248 (E) 011206

I. Submission of claims using the electronic P.84 (only available for staff at Headquarters)

4. All staff at Headquarters who have a dependant recognized by the United Nations and who have access to computers will review their dependency data for 2004 and 2005 and submit proposed changes directly online to the Office of Human Resources Management using the electronic dependency questionnaire (e-P.84).

5. The e-P.84 form is also available for staff members at Headquarters who had no recognized dependants but wish to add new dependants for 2004 and 2005 on the condition that the required supporting documentation such as a birth or adoption certificate is submitted to the section that services their area identified in annex II.

6. Staff members at Headquarters can access the e-P.84 at the "My UN" website http://myun.un.org, if they are authenticated Galaxy users, or by visiting http://eP84.un.org if they do not have an authenticated "My UN" account.

II. Submission of claims using the hard copy P.84

7. All staff at Headquarters who do not have access to computers and staff of the United Nations Information Centres, the International Criminal Tribunal for Rwanda and field missions as well as project personnel administered by the Department of Economic and Social Affairs and the Office for the Coordination of Humanitarian Affairs outside of New York will continue to use the P.84 dependency questionnaire form for the review of their entitlement to dependency benefits.

8. Staff members assigned to United Nations peacekeeping missions and those serving in established missions who were in receipt of a dependency benefit in 2004 and 2005 will receive a dependency questionnaire form P.84 from the Office of the Chief Civilian Personnel Officer of the respective mission. Those staff members should return the completed P.84 form to the Office of the Chief Civilian Personnel Officer.

9. All other offices away from Headquarters will review dependency claims for their own staff.

III. Supporting documentation

10. Documentation not required: No documentation is required for a staff member to continue receiving dependency benefits for the following dependants: an unemployed spouse, a child under the age of 18 if in the staff member's custody or a secondary dependant residing with the staff member. On the electronic form, staff members should indicate that no documentation is required.

11. Option to submit or retain documentation: The option to submit or retain supporting documentation is available to those staff members who submit their dependency questionnaires electronically using the e-P.84. On the electronic form, staff members must indicate whether they will submit or retain the supporting documentation listed in annex I for the following cases: a dependent spouse who has occupational earnings, a child between the ages of 18 and 21, and a secondary dependant who does not reside with the staff member.

12. Staff members who select the option of retaining the documentation must do so for five years, and must provide that documentation to the Office of Human Resources Management or the Office of Internal Oversight Services at any time upon request for monitoring purposes. Failure to do so will result in immediate recovery of monies and discontinuance of benefits.

13. Staff members who opt to submit required documentation must present **all** such documentation to the contact location identified in annex III. There is no option to submit partial documentation.

14. Documentation required: Staff members claiming dependency benefits for a new dependant who is added by the staff member using the e-P.84 for the first time or a child who is not in his/her custody must always submit the required documentation.

15. When it is necessary for support payments to be documented, the following will be considered as acceptable proof: original cancelled cheques, money order receipts, wire transfer receipts and original records of bank transactions.

16. In all cases, false certification of the information contained in the e-P.84 or P.84 form or misrepresentation of facts related to a claim for dependency benefits will lead to disciplinary action.

IV. Deadline for submission

17. For those staff members who do not submit the e-P.84 or P.84 questionnaire form and any requisite documentation within two months of the date of the present circular (within three months of the date of this circular, for staff serving in field missions and information centres), any dependency benefits will be discontinued and overpayment recovered. Prior to recovery of any overpayment, staff members will be advised in writing of the decision to recover and of the reasons for that decision. Recovery will be made through deductions of 20 per cent of the staff member's net monthly salary (excluding United Nations Federal Credit Union deductions) until such time as the full amount is recovered. In instances where the duration of the staff member's contract does not allow a deduction at as low a rate as 20 per cent, the overpayment will be deducted at a monthly rate sufficient to recover the full amount by the contract expiration date.

Annex I

Types of dependency benefits

1. Staff members in the General Service and related categories will receive a dependency allowance for each recognized primary dependant, who may be a spouse or a child or children. The amounts are set out in the local salary scales, which are established for every duty station and which are periodically revised.

2. Staff members in the Professional category and above, in the Project Personnel and in the Field Service category will be paid salary and post adjustment at the dependency rate for the first recognized primary dependant, who may be a spouse or a child. A dependency allowance will be paid for each additional primary dependant at the rates approved by the General Assembly.

Dependent spouse

3. A spouse will be recognized as a dependant when his or her gross occupational earnings, if any, do not exceed the limit established for this purpose in paragraph (a) of staff rule 103.24 for a particular calendar year.[a] All earnings limits are based on the salary scales in effect on 1 January of the year concerned.

Dependent child or children

4. The conditions for recognition of a dependency benefit on account of a child or children of the staff member are set out in paragraph (b) of staff rule 103.24 and administrative instruction ST/AI/2000/8 of 13 September 2000 and ST/AI/2000/8/Amend.1 of 15 March 2006. Dependency benefits on account of children with a disability will be paid in accordance with the provisions of ST/AI/2000/8 and Amend.1.

Secondary dependants

5. When a secondary dependant is recognized, a benefit will be paid at the rate determined by the General Assembly for staff in the Professional category and above, in the Project Personnel category and in the Field Service category. For staff in the General Service and related categories in New York, the allowance will be paid in the amount set out in the local salary scales, as periodically revised, that are established for every duty station.

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[a] In New York, the earnings limit for 2004 was $33,417 (gross salary in effect on 1 January of the year concerned for a staff member at the G-2, step I, level) and for 2005 it was $34,566. For 2006, the earnings limit in New York is $36,545. For a spouse working in a country other than that of the staff member's duty station, the limit is the gross salary of the lowest entry level of the General Service salary scale applicable in the country of the spouse's place of work. For staff in the Professional category and above serving at any duty station, the limit may not be less than the equivalent of the G-2, step I, gross salary for New York.

Annex II

Contact locations

For staff members (a) without access to computers; (b) applying for dependency benefits for the first time; or (c) opting to submit supporting documentation, the following contact locations should be used in the event staff members have any substantive questions regarding dependency benefits, the P.84 or e-P.84:

Common Services Activities at Headquarters Section
Room S-2410:
- Department for General Assembly and Conference Management
- Department of Management
- Department of Safety and Security
- Executive Office of the Secretary-General
- Office of Internal Oversight Services
- United Nations Fund for International Partnerships

Offices at Headquarters with Field Activities Section
Room DC1-0218:
- Department of Peacekeeping Operations
- Office for the Coordination of Humanitarian Affairs
- Office of the Special Representative of the Secretary-General for Children and Armed Conflict
- United Nations Monitoring, Verification and Inspection Commission

Economic, Social, Political, Legal and Information Activities Section
Room S-2445:
- Department for Disarmament Affairs
- Department of Economic and Social Affairs
- Department of Political Affairs
- Department of Public Information (including all the information centres)
- International Civil Service Commission
- United Nations International Research and Training Institute for the Advancement of Women
- Office of Legal Affairs
- Regional Commissions New York Office
- United Nations Joint Staff Pension Fund
- Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States
- Office of the Special Adviser on Africa
- Counter-Terrorism Committee Executive Directorate

Overseas Offices Section
Room S-2435:
- International Criminal Tribunal for Rwanda and liaison offices

Technical Cooperation Management Services
Room DC1-1200:
- Project Personnel

Annex III

Required documentation for continuance of the benefit

The following table summarizes the documentation required as evidence of a staff member's entitlement to dependency benefits for 2004 and 2005.

For a spouse with no occupational earnings and claimed as a dependant	No additional documentation is required.
For a spouse with occupational earnings and claimed as a dependant	Proof of gross occupational earnings: W2 form, tax return or statement of earnings from spouse's employer.
For every child claimed as a dependant	An original birth certificate must be presented when the child is claimed as a dependant for the first time.
For a child under the age of 18 who resides with the staff member	No additional documentation is required.
For a child of a staff member who is not the custodial parent	The original or certified copy of the divorce decree or other court document specifying the amount of child support to be paid by the staff member plus proof of payment in the year concerned in the form of original cancelled cheques, money order or wire transfer receipts or records of bank transactions. The amount of payment should be at least the amount of the court-ordered child support, or the amount of the child dependency benefit, whichever is higher. In the absence of a court document, a notarized affidavit from the custodial parent must be provided attesting that the staff member provided continuing support and specifying the amounts paid during 2004 and 2005, along with the proof of payment described in the previous paragraph.
For a child between the ages of 18 and 21[a]	Staff members who were not in receipt of an education grant should submit a completed form P.41/B (Certificate of school attendance) for the school years 2003/04 and 2004/05. The determination for 2005 will be provisional pending submission of the same form for the 2005/06 school year. Where the school year coincides with the calendar year, form P.41/B should be submitted for 2004 and 2005. No additional documentation is required for a child for whom the staff member received an education grant for the academic years 2003/04, 2004/05 and 2005/06.

For a secondary dependant who resides with the staff member	Staff member's certification of support provided on the e-P.84.
For a secondary dependant who did not reside with the staff member	Proof of all payments made to the secondary dependant during 2004 and 2005 in the form of original cancelled cheques, money order or wire transfer receipts or records of bank transactions.

[a] Dependency status is recognized through a period of vacation between school years when the child enrols for full-time attendance during the regular school year. Otherwise, the dependency status ceases as of the last day of full-time attendance at the educational institution. The requisite forms are available on iSeek under Staff information/more.../Forms or from the Executive or Administrative Offices at Headquarters and local Personnel Offices.

United Nations ST/IC/2006/52

Secretariat

30 November 2006

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Rates of reimbursement for travel by private motor vehicle**

1. Pursuant to section 7 of administrative instruction ST/AI/1998/2 on reimbursement for travel by private motor vehicle, the purpose of the present circular is to inform the staff of the schedule of rates for travel by private motor vehicle applicable to different groups of countries and territories, effective 1 November 2006 (see annex).

2. The present circular supersedes information circular ST/IC/2006/26 of 7 July 2006.

* The present circular will be in effect until further notice.

06-63812 (E) 061206

Annex

Rates of reimbursement for travel by private motor vehicle
(Effective 1 November 2006)

Rate group I: 13 cents per mile or 8 cents per kilometre

All countries or territories other than those listed in groups II, III, IV or V below.

Rate group II: 16 cents per mile or 10 cents per kilometre

Afghanistan
Anguilla
Argentina
Azerbaijan
Bahamas
Benin
Bermuda
Brazil
Brunei Darussalam
Burkina Faso
Cambodia
Congo
Cyprus
Ethiopia
Eritrea[a]
Fiji
Gabon
Guyana
Israel
Jordan
Kazakhstan
Kyrgyzstan
Malawi
Maldives
Mauritius
Nauru
Netherlands Antilles
Oman
Paraguay
Republic of Moldova
Russian Federation
Samoa
Trinidad and Tobago
Tonga[a]
Uganda
United Arab Emirates
United Republic of Tanzania
Viet Nam
Zambia

Rate group III: 20 cents per mile or 12.4 cents per kilometre

Antigua and Barbuda
Barbados
Bhutan
British Virgin Islands
Cape Verde
Cayman Islands
Chad
Comoros
Cook Islands
Djibouti
Ghana
Kiribati
Kuwait
Liberia
Macao, China
Malaysia
Mauritania
Mongolia
Montserrat
Morocco
Namibia
Panama
Papua New Guinea
Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the Grenadines
Sierra Leone
Togo
Tunisia
Uruguay

Europe: all countries in Europe except those listed in groups II, IV or V.

[a] Indicates a change in the grouping.

Rate group IV: 23 cents per mile or 14.3 cents per kilometre

Armenia
Cameroon
Central African Republic
Croatia
Dominica
Equatorial Guinea
Grenada
Jamaica
Lebanon
Malta
Mexico
New Caledonia
Nicaragua
Niger
Niue[a]
Peru
Philippines[a]
Senegal
Seychelles
Singapore
Vanuatu
West Bank and Gaza Strip[a]

Rate group V: 28 cents per mile or 17.5 cents per kilometre

Australia[a]
Austria
Belarus
Belgium
Belize
Canada
Chile
Côte d'Ivoire
Cuba
Czech Republic
Democratic People's Republic of Korea
Denmark
El Salvador
Estonia[a]
Finland
France
Germany
Greece
Hong Kong, China
Hungary[a]
Iceland
India[a]
Ireland
Italy
Japan
Kenya[a]
Lao People's Democratic Republic[a]
Latvia
Lithuania
Luxembourg[a]
Mali
Montenegro
Nepal
Netherlands
New Zealand
Norway
Pakistan[a]
Poland
Portugal
Republic of Korea
Serbia
Slovak Republic[a]
Slovenia[a]
Spain[a]
Sri Lanka[a]
Swaziland[a]
Sweden
Switzerland
Thailand[a]
Turkey
United Kingdom of Great Britain and Northern Ireland
United States of America
Zimbabwe[a]

United Nations ST/IC/2006/53

Secretariat

4 December 2006

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised salary scales for staff in the General Service and related categories at Headquarters**

1. The current procedure for effecting interim adjustments to the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 90 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scales, or every 12 months, whichever comes first.

2. The CPI for the month of October 2006 reflects a 2.35 per cent movement over the October 2005 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories will be adjusted upwards by 2.12 per cent, with effect from 1 November 2006.

3. The amount of dependency allowances remains unchanged.

4. The amounts of the first and second language allowances will be revised, effective 1 November 2006, to $1,992 and $996 net per annum, respectively.

5. The implementation of the revised salary scales, which are contained in the annex to the present circular, will be effective 1 November 2006 and will be reflected in the end of December 2006 payroll.

* The present circular, which cancels and supersedes circular ST/IC/2005/61/Amend.2 dated 11 August 2006, will be in effect until further notice.

06-64182 (E) 081206

Annex

Salary scales for staff in the General Service and related categories at Headquarters

A. Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 November 2006

Level		*STEPS*										
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*
7	(Gross)	63 307	65 997	68 687	71 377	74 067	76 757	79 446	82 136	84 826	87 516	90 206*
	(Gross pension)	61 625	64 131	66 639	69 146	71 654	74 162	76 669	79 177	81 684	84 191	86 699*
	(Total net)	48 682	50 538	52 394	54 250	56 106	57 962	59 818	61 674	63 530	65 386	67 242*
	(Net pension)	48 682	50 538	52 394	54 250	56 106	57 962	59 818	61 674	63 530	65 386	67 242*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	56 854	59 118	61 481	63 909	66 336	68 764	71 191	73 619	76 046	78 474	80 901*
	(Gross pension)	55 636	57 811	59 986	62 182	64 445	66 708	68 971	71 235	73 498	75 761	78 024*
	(Total net)	44 072	45 747	47 422	49 097	50 772	52 447	54 122	55 797	57 472	59 147	60 822*
	(Net pension)	44 072	45 747	47 422	49 097	50 772	52 447	54 122	55 797	57 472	59 147	60 822*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	51 182	53 230	55 277	57 324	59 372	61 522	63 717	65 913	68 109	70 304	72 500*
	(Gross pension)	50 182	52 150	54 117	56 085	58 054	60 022	62 003	64 052	66 099	68 148	70 195*
	(Total net)	39 875	41 390	42 905	44 420	45 935	47 450	48 965	50 480	51 995	53 510	55 025*
	(Net pension)	39 875	41 390	42 905	44 420	45 935	47 450	48 965	50 480	51 995	53 510	55 025*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	46 077	47 930	49 782	51 635	53 488	55 341	57 193	59 046	60 964	62 951	64 938*
	(Gross pension)	45 274	47 056	48 837	50 618	52 399	54 180	55 961	57 742	59 524	61 305	63 144*
	(Total net)	36 097	37 468	38 839	40 210	41 581	42 952	44 323	45 694	47 065	48 436	49 807*
	(Net pension)	36 097	37 468	38 839	40 210	41 581	42 952	44 323	45 694	47 065	48 436	49 807*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	41 416	43 097	44 778	46 459	48 141	49 822	51 503	53 184	54 865	56 546	58 227*
	(Gross pension)	40 800	42 415	44 030	45 646	47 261	48 877	50 491	52 107	53 722	55 338	56 953*
	(Total net)	32 648	33 892	35 136	36 380	37 624	38 868	40 112	41 356	42 600	43 844	45 088*
	(Net pension)	32 648	33 892	35 136	36 380	37 624	38 868	40 112	41 356	42 600	43 844	45 088*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	37 344	38 806	40 280	41 801	43 323	44 845	46 366	47 888	49 409	50 931*	
	(Gross pension)	36 780	38 243	39 705	41 169	42 631	44 094	45 557	47 019	48 482	49 945*	
	(Total net)	29 555	30 681	31 807	32 933	34 059	35 185	36 311	37 437	38 563	39 689*	
	(Net pension)	29 555	30 681	31 807	32 933	34 059	35 185	36 311	37 437	38 563	39 689*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	33 701	35 023	36 345	37 668	38 990	40 324	41 700	43 076	44 451*		
	(Gross pension)	33 138	34 460	35 783	37 104	38 427	39 749	41 072	42 394	43 716*		
	(Total net)	26 750	27 768	28 786	29 804	30 822	31 840	32 858	33 876	34 894*		
	(Net pension)	26 750	27 768	28 786	29 804	30 822	31 840	32 858	33 876	34 894*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

(06-41812)

Dependency allowances (US$ net per annum):

Child	2 083[a]
	2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a]
	3 246[b]
Dependent spouse	3 336[a]
	3 562[b]
Secondary dependant	1 257[a]
	1 307[b]
	1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	1 992
Second language	996

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: sa.. · increments within the levels shall be awarded annually on the basis of satisfactory service.

- Long-service step:
  Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

  The qualifying criteria for in-grade increases to the long-service step are as follows:
  - The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
  - The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

B. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 November 2006

Level		*STEPS*											
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*[a]
Language Teacher	(Gross)	68 867	71 332	73 797	76 262	78 728	81 193	83 658	86 123	88 588	91 054	93 519	95 984
	(Gross pension)	66 802	69 101	71 400	73 699	75 998	78 297	80 596	82 896	85 195	87 493	89 793	92 092
	(Total net)	52 518	54 219	55 920	57 621	59 322	61 023	62 724	64 425	66 126	67 827	69 528	71 229
	(Net pension)	52 518	54 219	55 920	57 621	59 322	61 023	62 724	64 425	66 126	67 827	69 528	71 229
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Work schedule: the yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with pay.

Dependency allowances (US$ net per annum):

Child	2 083[a]
	2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a]
	3 246[b]
Dependent spouse	3 336[a]
	3 562[b]
Secondary dependant	1 257[a]
	1 307[b]
	1 318[c]

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Language allowances: not entitled.

- Long-service step:
  The qualifying criteria for in-grade increases to the long-service step are as follows:
  - The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
  - The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

C. Salary scale for staff in the Public Information Assistant category at Headquarters

(United States dollars)

Effective 1 November 2006

Level		*STEPS*				
		I	*II*	*III*	*IV*	*V*
Tour Coordinator/Supervisor and Briefing Assistant[a]	(Gross)	55 642	58 393	61 228	64 178	67 129
	(Gross pension)	54 469	57 114	59 758	62 433	65 184
	(Total net)	43 175	45 211	47 247	49 283	51 319
	(Net pension)	43 175	45 211	47 247	49 283	51 319
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	48 986	51 109	53 232	55 355	57 478
	(Gross pension)	48 075	50 115	52 155	54 194	56 234
	(Total net)	38 250	39 821	41 392	42 963	44 534
	(Net pension)	38 250	39 821	41 392	42 963	44 534
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	44 936	46 874			
	(Gross pension)	44 180	46 044			
	(Total net)	35 253	36 687			
	(Net pension)	35 253	36 687			
	(NPC)	0	0			

[a] Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Language allowances: not entitled.

Gross:	**Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.**
Gross pension:	**Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.**
Total net:	**Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.**
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

D. Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 November 2006

Level		STEPS												
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*
7	(Gross)	84 226	87 520	90 814	94 109	97 403	100 697	103 991	107 286	110 580*				
	(Gross pension)	81 125	84 197	87 269	90 340	93 480	96 774	100 068	103 363	106 657*				
	(Total net)	63 116	65 389	67 662	69 935	72 208	74 481	76 754	79 027	81 300*				
	(Net pension)	63 116	65 389	67 662	69 935	72 208	74 481	76 754	79 027	81 300*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	77 984	81 051	84 117	87 184	90 251	93 317	96 384	99 451	102 517*				
	(Gross pension)	75 306	78 166	81 025	83 884	86 744	89 603	92 463	95 528	98 595*				
	(Total net)	58 809	60 925	63 041	65 157	67 273	69 389	71 505	73 621	75 737*				
	(Net pension)	58 809	60 925	63 041	65 157	67 273	69 389	71 505	73 621	75 737*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	71 696	74 546	77 397	80 248	83 099	85 949	88 800	91 651	94 501*				
	(Gross pension)	69 444	72 101	74 759	77 417	80 074	82 733	85 391	88 048	90 706*				
	(Total net)	54 470	56 437	58 404	60 371	62 338	64 305	66 272	68 239	70 206*				
	(Net pension)	54 470	56 437	58 404	60 371	62 338	64 305	66 272	68 239	70 206*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	65 322	67 935	70 548	73 161	75 774	78 387	81 000	83 613	86 226*				
	(Gross pension)	63 495	65 933	68 369	70 807	73 244	75 681	78 118	80 555	82 992*				
	(Total net)	50 072	51 875	53 678	55 481	57 284	59 087	60 890	62 693	64 496*				
	(Net pension)	50 072	51 875	53 678	55 481	57 284	59 087	60 890	62 693	64 496*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	60 903	62 954	65 004	67 055	69 106	71 157	73 207	75 258	77 309	79 359	81 410*		
	(Gross pension)	59 464	61 303	63 201	65 114	67 026	68 939	70 852	72 765	74 677	76 590	78 503*		
	(Total net)	47 023	48 438	49 853	51 268	52 683	54 098	55 513	56 928	58 343	59 758	61 173*		
	(Net pension)	47 023	48 438	49 853	51 268	52 683	54 098	55 513	56 928	58 343	59 758	61 173*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2	(Gross)	54 874	56 603	58 331	60 064	61 917	63 771	65 625	67 478	69 332	71 186	73 039	74 893	76 746*
	(Gross pension)	53 736	55 396	57 056	58 717	60 377	62 053	63 781	65 509	67 237	68 965	70 693	72 419	74 147*
	(Total net)	42 607	43 886	45 165	46 444	47 723	49 002	50 281	51 560	52 839	54 118	55 397	56 676	57 955*
	(Net pension)	42 607	43 886	45 165	46 444	47 723	49 002	50 281	51 560	52 839	54 118	55 397	56 676	57 955*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	48 904	50 454											
	(Gross pension)	47 995	49 485											
	(Total net)	38 189	39 336											
	(Net pension)	38 189	39 336											
	(NPC)	0	0											

Dependency allowances (US$ net per annum):

Child	2 083[a]
	2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a]
	3 246[b]
Dependent spouse	3 336[a]
	3 562[b]
Secondary dependant	1 257[a]
	1 307[b]
	1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	1 992
Second language	996

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- Long-service step:
  Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

  The qualifying criteria for in-grade increases to the long-service step are as follows:

  - The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
  - The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

E. Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 November 2006

Level		*STEPS*						
		I	*II*	*III*	*IV*	*V*	*VI*	*VII**
TC-8	(Gross)	77 775	80 496	83 216	85 936	88 657	91 377	94 097
	(Gross pension)	75 111	77 647	80 184	82 720	85 257	87 793	90 329
	(Total net)	58 665	60 542	62 419	64 296	66 173	68 050	69 927
	(Net pension)	58 665	60 542	62 419	64 296	66 173	68 050	69 927
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	72 867	75 432	77 997	80 562	83 128	85 693	88 258
	(Gross pension)	70 534	72 926	75 318	77 709	80 101	82 493	84 884
	(Total net)	55 278	57 048	58 818	60 588	62 358	64 128	65 898
	(Net pension)	55 278	57 048	58 818	60 588	62 358	64 128	65 898
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	67 964	70 371	72 778	75 186	77 593	80 000	82 407
	(Gross pension)	65 960	68 205	70 451	72 696	74 941	77 186	79 432
	(Total net)	51 895	53 556	55 217	56 878	58 539	60 200	61 861
	(Net pension)	51 895	53 556	55 217	56 878	58 539	60 200	61 861
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	63 072	65 322	67 571	69 820	72 070	74 319	76 568
	(Gross pension)	61 411	63 498	65 596	67 693	69 791	71 888	73 986
	(Total net)	48 520	50 072	51 624	53 176	54 728	56 280	57 832
	(Net pension)	48 520	50 072	51 624	53 176	54 728	56 280	57 832
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	58 304	60 274	62 367	64 459	66 552	68 645	70 738
	(Gross pension)	57 029	58 904	60 779	62 695	64 646	66 598	68 549
	(Total net)	45 145	46 589	48 033	49 477	50 921	52 365	53 809
	(Net pension)	45 145	46 589	48 033	49 477	50 921	52 365	53 809
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	53 730	55 541	57 351	59 162	61 043	62 986	64 928
	(Gross pension)	52 634	54 374	56 114	57 854	59 593	61 333	63 131
	(Total net)	41 760	43 100	44 440	45 780	47 120	48 460	49 800
	(Net pension)	41 760	43 100	44 440	45 780	47 120	48 460	49 800
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	49 186	50 845	52 503	54 161	55 819	57 477	59 135
	(Gross pension)	48 264	49 858	51 452	53 046	54 640	56 234	57 829
	(Total net)	38 398	39 625	40 852	42 079	43 306	44 533	45 760
	(Net pension)	38 398	39 625	40 852	42 079	43 306	44 533	45 760
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	44 593	46 107	47 620	49 134	50 647	52 161	53 674
	(Gross pension)	43 851	45 307	46 761	48 216	49 671	51 125	52 581
	(Total net)	34 999	36 119	37 239	38 359	39 479	40 599	41 719
	(Net pension)	34 999	36 119	37 239	38 359	39 479	40 599	41 719
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	1 992
Second language	996

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- Long-service step:
  The qualifying criteria for in-grade increases to the long-service step are as follows:
  - The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
  - The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

United Nations ST/IC/2006/54

Secretariat

12 December 2006

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Rates of daily subsistence allowance at Headquarters, Geneva and Vienna**

1. Pursuant to section 2.2 of administrative instruction ST/AI/1998/3 on the system of daily subsistence allowance, the purpose of the present circular is to inform the staff of the schedule of rates of daily subsistence allowance applicable to the above-mentioned duty stations and their effective dates, as set out in the annex to the present circular.

2. The schedule set out in the annex replaces the schedule contained in the annex to information circular ST/IC/2006/5 of 9 January 2006 and ST/IC/2006/5/Corr.1 of 23 January 2006.

* The present circular, which cancels and supersedes ST/IC/2006/5 and Corr.1, dated 9 January and 23 January 2006, respectively, will be in effect until further notice.

06-65657 (E) 181206

Annex

Rates of daily subsistence allowance at Headquarters, Geneva and Vienna

	Headquarters[a] *(in US$ per day)*		*Geneva*[b] *(in SwF per day)*	*Vienna*[c] *(in € per day)*
(a) *First 60 days*, consecutive or otherwise, at the temporary duty station:				
	First 30 days	*Next 30 days*		
All staff	347	295	343	217
(b) *During the next 60 days*, consecutive or otherwise, at the temporary duty station:				
All staff	231		257	163
(c) *After 120 days*, consecutive or otherwise, at the temporary duty station:				
All staff	174		206	130

[a] Effective 1 December 2006.
[b] Effective 1 January 2006.
[c] Effective 1 June 2005.

United Nations ST/IC/2006/55

Secretariat

18 December 2006

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **After-school recreation and study programme for United Nations children**

1. The after-school recreation and study programme is open to 5- to 11-year-old children whose parents work at the United Nations or for delegations, consulates or specialized agencies of the United Nations system. Conducted under the auspices of an independent Board of Trustees, the programme offers arts and crafts, athletic activities, dance and creative movement, games and homework under the supervision of qualified staff.

2. Begun over 36 years ago to assist working parents who were not in a position to provide after-school care for their young children, the programme enjoys limited subsidies, which make it possible to open it up to parents at the cost of $850 per child per semester. This fee represents only a part of the actual cost per child incurred by the programme. Special family circumstances will be taken into consideration for those families with a net joint income below $45,000. Depending upon demand, further criteria may be established by the Board of Trustees.

3. The spring 2007 semester will commence on Monday, 29 January 2007, with activities scheduled from 3.15 p.m. to 5.45 p.m. The last day of the spring semester will be Tuesday, 19 June 2007. Transportation will be provided from the United Nations International School building at 25th Street to the Secretariat building, 42nd Street and First Avenue entrance. Other arrangements will have to be made by parents on an individual basis for children coming from other schools.

4. Interested parents are invited to complete the attached application form with a cheque and return it no later than Friday, 19 January 2007, to room S-2938. After that date there will be a late fee of $50 per child.

5. Staff members are encouraged to enrol their children between the ages of 5 and 11 years in the programme. It is assumed that parents who do not choose to enrol their children are making other arrangements. If staff members require that their children meet them and remain for any length of time within any of the Secretariat

* Expiration date of the present information circular: 30 June 2007.

06-66761 (E) 030107

buildings, the Administration suggests that parents ensure that their children respect the working areas of other staff and maintain the proper decorum.

6. For further information, please call extension 3-8730.

7. *Note premises*: Dag Hammarskjöld Library, lower level, room S-B1-52.

Application for the after-school recreation and study programme for United Nations children

Spring semester 2007

Renewal ☐

New application ☐

Instructions: Please answer all questions. Write NONE when applicable. Incomplete applications will not be accepted.

Child's name _____

Date of birth _____ Sex _____ Grade _____

School currently attending _____ Location _____

Previously enrolled in after-school recreation and study programme? Yes/No

Name of parent or guardian _____

Room _____ Tel. _____ e-mail _____

Home address _____ Tel. _____ e-mail _____

Grade and step _____ Education grant: Yes/No Nationality _____

Name of spouse _____

Does your spouse work in the United Nations or a specialized agency? Yes/No

If yes, please give grade and step _____ Education grant: Yes/No

Room _____ Tel. _____ e-mail _____

If not, please give spouse's (a) Occupation _____

(b) Employer _____ Address _____ Tel. _____

Information on other dependent children:

	Child's name	Sex	Date of birth	School	Location of school
1.					
2.					
3.					

While the programme, to the extent of its capability, is open to all United Nations parents, it is a subsidized programme established essentially for those working parents who are not in a position to provide after-school care for their young children. Therefore, all parents are expected to pay $850 for each child per semester, which represents only part of the actual cost per child incurred by the programme. Special family circumstances will, however, be taken into consideration for those families with a net joint income below $45,000.

How many persons does your family salary provide for? _____

Is your net family income[a] above $45,000? Yes/No

You may be asked to provide supporting information at a later date.

Certification

I certify that the above information is correct and complete to the best of my knowledge and belief.

Date _____ Signature _____

Payment made to ASRSP is attached. This fee is non-refundable unless the programme is discontinued. **There will be a late fee of $50 after 19 January 2007.**

The hours are from 3.15 p.m. to 5.45 p.m. Any early arrival must be supervised by the accompanying adult until 3.15 p.m. The programme cannot assume responsibility for any child brought to its premises prior to the scheduled opening time. Children must be picked up by 5.45 p.m. at the latest. Children will be asked to leave the programme if parents fail to pick them up on time on two occasions. In such an event, there will be no refund of the fee.

[a] Net income is defined as salaries, post adjustment, education grant and dependency, housing and any other allowances, minus United Nations staff assessment and United Nations pension contribution.

United Nations ST/IC/2006/56

Secretariat

19 December 2006

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations competitive examination for accounting assistants (2007)**

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the Secretariat who wish to take the competitive examination for accounting assistants, in accordance with the provisions of administrative instruction ST/AI/1998/4.

2. The written part of the examination is scheduled to be held in New York, tentatively in March 2007. Staff members will be advised of the precise date and location.

3. The minimum eligibility requirements for staff members are as follows:

(a) High school or equivalent diploma; and

(b) Additional qualifications, such as a degree, certificate(s), coursework or training in accounting or finance, or progressively responsible experience in accounting or finance.

4. In addition to the minimum eligibility requirements stated above, staff members who sat for a previous accounting clerk/assistant examination must meet the following conditions:

(a) Have achieved a mark of at least 25 per cent on the overall score of that examination;

(b) Staff members who did not obtain at least 25 per cent must submit to the Board of Examiners for Accounting a detailed description of the concrete and independently verifiable efforts made in preparation for the new examination (e.g., courses taken, transcripts, hours of study, materials used, topics studied).

5. Staff members will not be allowed to take the examination for accounting assistants more than four times within a 10-year period.

* Expiration date of the present information circular: 31 December 2007.

06-66984 (E) 211206

6. The written examination will consist of one paper covering basic accounting principles and practice. The use of any reference material is not permitted during the written examination. Staff members must bring their own calculators. Personal computers are not allowed. Candidates who have not already passed the Administrative Support Assessment Test (ASAT) (formerly known as the "clerical test") in English will be required to take it prior to the written examination for accounting assistants. Candidates who do not obtain a passing grade on the English ASAT will be disqualified.

7. On the basis of the results obtained in the written examination, the Board of Examiners for Accounting will invite selected candidates to take a practical test on a computer to assess their knowledge of computerized spreadsheets. The test will be followed by an interview, which will normally take place six to eight weeks after the written component of the examination. The interview will consist in part of technical questions. In addition, the Board will interview each candidate to assess professional experience, knowledge of the United Nations and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview should not assume that they will be placed on a reserve roster of qualified candidates.

8. Candidates who successfully complete the written examination, the practical test and the interview will be placed on a reserve roster of qualified candidates from which present and future vacancies for accounting assistants at United Nations Headquarters in New York will be filled. Candidates placed on the roster may be selected depending on the needs of the United Nations and the availability of posts. Internal candidates placed on the roster will receive an offer for an accounting assistant position prior to the selection of candidates from the next examination.

9. Successful candidates selected to fill vacancies will be assigned as accounting assistants for a trial period. The trial period will normally be one year, but it may be extended as necessary. They will be required to work in a fully computerized environment. Staff members who complete the trial period successfully and are recommended by their offices and the Office of Human Resources Management will be confirmed in their posts, provided the posts they are on are regular posts. In the case of staff members placed on temporary posts (i.e., replacement of a staff member on mission assignment), such staff members will be given priority for future placement if their performance has been judged to be fully satisfactory. Staff members who do not complete the trial period successfully will be reassigned to a post at their level.

10. Staff members of the Secretariat who meet the conditions set out in administrative instruction ST/AI/1998/4 and of the present information circular may apply by completing the attached application form and forwarding it to: United Nations competitive examination for accounting assistants, General Service and Related Categories Staffing Unit, Staffing Service, Operational Services Division, Office of Human Resources Management, Room DC1-0200, One United Nations Plaza, New York, NY 10017 by 26 January 2007. To ensure that applications are properly received on time by the Unit during its temporary relocation, staff members are strongly encouraged to submit their application by fax to: 917-367-0586 or by e-mail to: accounting-exam-2007@un.org. Written proof of educational qualifications obtained or relevant experience must be attached to the application. Incomplete applications will be returned to the staff member for completion and resubmission within the deadline for receipt of applications. Extensions for receipt of applications will not be granted.

Annex

Application for the 2007 competitive examination for accounting assistants

Please type or print legibly.

Last name (family name) ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Nationality ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Sex [F] [M] Index No. ☐☐☐☐☐☐ Category ☐☐ Present level ☐☐

Type of appointment Fixed-term ☐ Probationary ☐ Permanent ☐

Expiration or review date Day ☐☐ Month ☐☐ Year ☐☐☐☐

Date of birth Day ☐☐ Month ☐☐ Year ☐☐☐☐

Date of entry in United Nations Secretariat Day ☐☐ Month ☐☐ Year ☐☐☐☐

Have you taken this examination before? **No** ☐ **Yes** ☐ **If yes, when:**

In 19☐☐ In 19☐☐ In 19☐☐ In 20☐☐ In 20☐☐

Main language (mother tongue) ☐

Have you passed the English ASAT? **No** ☐ **Yes** ☐

Duty station _____

Department/Office _____
(write in full)

E-mail address _____

Room No. _____ Telephone No. _____

Please complete an up-to-date P-11 form, or preferably a PHP form, and attach it to the present application. Describe your educational background and work experience (giving dates and duration) in the areas of accounting and related functions.

Applications submitted without either a P-11 or PHP form will not be considered.

I certify that the above information is correct to the best of my knowledge and belief.

Date _____ Signature _____

United Nations ST/IC/2006/57

Secretariat

19 December 2006

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2007 competitive examination for Arabic interpreters**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for Arabic interpreters in 2007, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998. Immediate vacancies are expected in the Interpretation Services in New York and Nairobi.

2. A competitive examination for Arabic interpreters will tentatively be held on 26 and 27 March 2007 in New York, Geneva, Cairo and other locations, as necessary, according to the number and location of qualified candidates invited to take the examination and the availability of necessary technical equipment. The purpose of this examination is to establish a roster from which present and future vacancies for Arabic interpreters will be filled.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as to qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special mission are considered external candidates for the purpose of this examination. Staff members who pass the examination and are selected for inclusion in the roster will be assigned to fill vacancies as they occur. Successful candidates will be expected to take up their functions as required by the needs of the Organization, specifically in the duty stations where vacancies are located. Assignments are subject to rotation and interpreters may thereafter be called upon to serve at other duty stations according to the needs of the Organization. Interpreters are expected to serve a **minimum of five years** in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 12 through 14 below.

* Expiration date of the present information circular: 31 December 2007.

06-67212 (E) 211206

4. Staff members of the Secretariat applying for the examination must:

(a) Have Arabic as their main language;[1]

(b) Have a perfect command of Arabic and an excellent knowledge of English or French. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files;

(c) Hold a degree from a university or institution of equivalent status at which Arabic is the language of instruction and have experience as conference interpreters or work experience in the fields of translation, editing, verbatim reporting or other related fields. Alternatively, candidates must hold a university degree from a recognized school of interpretation. The Board of Examiners may, at its discretion, admit a candidate graduating from a university whose principal language of instruction is other than Arabic, provided that he/she has adequate secondary educational qualifications from an establishment at which the principal language of instruction is Arabic.

5. In order to meet the Organization's need to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on 100-series appointments and who are over the age of 56 by the deadline for submission of applications (5 February 2007) will not be eligible to sit for the examination. There is no age limit for full-time staff members serving on 100-series appointments.

6. The requirement for a university degree from a university or institution of equivalent status mentioned in paragraph 4 (c) above may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Arabic, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

7. All applications will be reviewed by the Board of Examiners. In instances where a large number of applications are received, the Board reserves the right to admit to the examination only the most qualified candidates, based on a review of their qualifications that are over and above the minimum criteria set out in paragraph 4 above. All applicants will be notified of the Board's decision in respect of their application. Convoked candidates may be required to submit evidence of degrees and/or relevant experience prior to the interview. **The Board's decisions are final.**

8. For candidates with a perfect command of English, and with Arabic as a main language, the examination will consist of two parts:

(a) Simultaneous interpretation into Arabic from recordings of three speeches delivered in English (approximately 5 to 10 minutes per recording);

(b) Simultaneous interpretation into English from recordings of three speeches delivered in Arabic (approximately 5 to 10 minutes per recording).

9. For candidates with a perfect command of French, and with Arabic as a main language, the examination will consist of two parts:

(a) Simultaneous interpretation into Arabic from recordings of three speeches delivered in French (approximately 5 to 10 minutes per recording);

(b) Simultaneous interpretation into French from recordings of three speeches delivered in Arabic (approximately 5 to 10 minutes per recording).

10. On the basis of the results of this examination, the Board of Examiners will invite selected candidates to an interview. The Board will interview the selected candidates to assess general interest, professional experience, knowledge of the United Nations and of current events, personality, willingness to serve at any duty station, adaptability to the prevailing working conditions in the Arabic Interpretation Section and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview should **not** assume that they will be offered an assignment.

11. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores/results.

12. Staff members selected to fill vacancies will be assigned as Arabic interpreters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

13. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and the Office of Human Resources Management will be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their interpretation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

14. In order to service meetings of the Security Council or the General Assembly, interpreters are often called upon to work outside of normal working hours, including weekends and holidays.

15. Staff members applying for the examination should complete the attached form and submit it, together with their Personal History Profile (PHP) or P.11 form, **no later than 5 February 2007**, to:

2007 Competitive examination for Arabic interpreters
Examinations and Tests Section
Division for Organizational Development
Office of Human Resources Management
Room S-2575
United Nations Secretariat
New York, New York 10017
Fax No.: 212 963 3683
E-mail: OHRM_exam@un.org

Applications may be sent by e-mail, fax or mail. To the extent possible, applicants are strongly encouraged to submit their applications early, and preferably by e-mail or fax. Applications that are incomplete or are received after the deadline will **not** be considered.

16. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications directly to the Division for Organizational Development through the Chief Administrative Officer or Director of the United Nations information centre of their respective duty stations by **5 February 2007**, the deadline for receipt of applications in the Division for Organizational Development, Office of Human Resources Management.

Notes

[1] "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

Application (for staff members of the United Nations Secretariat only)

2007 competitive examination for Arabic interpreters

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/office _____ Duty station _____

Room No. _____ Tel. extension _____ Fax No. _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s)? _____

What is your main language?[a] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

What examination(s) are you applying for? Arabic and French: ☐ Arabic and English: ☐

Please complete an up-to-date P.11 form, or preferably a Personal History Profile (PHP), and attach it to this application. Describe your work experience, giving dates and length of time and the organization you worked for as an Arabic interpreter, translator, editor and/or verbatim reporter.

Incomplete applications will not be considered.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____
(When applying by e-mail, type the date and your name above)

I have read information circular ST/IC/2006/57 and I understand that, if I am successful in the 2007 competitive examination for Arabic interpreters and am recommended for inclusion in the roster, my assignment as an Arabic interpreter will be subject to my acceptance of the conditions of service indicated in paragraphs 12 to 14.

Date _____ Signature _____
(When applying by e-mail, type the date and your name above)

Notes

[a] "Main language" should be understood to be the language in which the candidate is best able to interpret. Candidates' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

United Nations ST/IC/2006/58

Secretariat

19 December 2006

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2007 competitive examination for English interpreters**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for English interpreters in 2007, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998.

2. A competitive examination for English interpreters will tentatively be held on 3 April 2007 in New York, Geneva and other locations, according to the number and location of qualified candidates invited to take the examination and the availability of the necessary technical equipment. The purpose of this examination is to establish a roster from which present and future vacancies for English interpreters will be filled. When vacancies occur, successful candidates will be recruited from the roster, subject to the requirements of the service in terms of expertise and language combinations.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special mission are considered external candidates for the purpose of this examination. Staff members who are successful and are selected for inclusion in the roster will be assigned to fill vacancies for English interpreter posts as they occur in New York, Geneva, Vienna and Nairobi. Assignments are subject to rotation, and interpreters may thereafter be called upon to serve at other duty stations according to the needs of the Organization. Interpreters are expected to serve a **minimum of five years** in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 11 to 13 below.

* Expiration date of the present information circular: 31 December 2007.

06-67199 (E) 211206

4. Staff members of the Secretariat applying for the examination must:

(a) Have English as their main language;[1]

(b) Have a perfect command of English and an excellent knowledge of French and Russian. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files;

(c) Hold a university degree from a recognized school of interpretation in which at least one full academic year is devoted to interpretation. Alternatively, candidates must hold a degree from a university or institution of equivalent status at which English is the language of instruction, and have experience as conference interpreters and/or work experience in the fields of translation, editing, verbatim reporting or other related fields. The Board of Examiners may, at its discretion, admit a candidate graduating from a university whose principal language of instruction is other than English provided that he/she has adequate secondary educational qualifications from an establishment at which the principal language is English.

5. The requirement for a university degree from a university or institution of equivalent status, mentioned in paragraph 4 (c), may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is English, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

6. In order to meet the Organization's need to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on 100-series appointments and who are over the age of 56 by the deadline for the submission of applications, **15 February 2007**, will not be eligible to sit for the examination. There is no age limit for full-time staff members serving on 100-series appointments.

7. All applications will be reviewed by the Board of Examiners. If a large number of applications is received, the Board reserves the right to admit to the examination only the most qualified candidates based on a review of qualifications that are over and above the minimum criteria set out in paragraph 4. Convoked candidates may be required to submit evidence of degrees, knowledge of languages and/or relevant experience prior to the interview. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

8. The examination will consist of two parts:

(a) Simultaneous interpretation into English from recordings of three speeches delivered in French (approximately 5 to 10 minutes per recording);

(b) Simultaneous interpretation into English from recordings of three speeches delivered in Russian (approximately 5 to 10 minutes per recording).

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[1] "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

9. On the basis of the results of this examination, the Board of Examiners will invite selected candidates to an interview. The Board will interview the selected candidates to assess general interest, professional experience, knowledge of the United Nations and of current events, personality, willingness to serve at any duty station, adaptability to the prevailing working conditions in the English Interpretation Section and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview should **not** assume that they will be offered an assignment.

10. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. When vacancies occur, successful candidates will be recruited from the roster, subject to the requirements of the service in terms of expertise and language combinations. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board does **not** release individual scores or results.

11. Staff members selected to fill vacancies will be assigned as English interpreters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

12. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and the Office of Human Resources Management will be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their interpretation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

13. In order to service meetings of the Security Council or the General Assembly, interpreters are often called upon to work outside normal working hours, including weekends and holidays.

14. Staff members applying for the examination should complete the attached form and submit it, together with their Personal History Profile or P.11 form, **no later than 15 February 2007**, to:

2007 Competitive Examination for English Interpreters
Examinations and Tests Section
Division for Organizational Development
Office of Human Resources Management
Room S-2575
United Nations Secretariat
New York, New York 10017
Fax No.: (212) 963-3683
E-mail: OHRM_exam@un.org

Applications may be sent by e-mail, fax or mail. To the extent possible, applicants are strongly encouraged to submit their applications early and, preferably, by e-mail or fax.

15. In order to ensure the receipt of all applications submitted by staff members from offices away from Headquarters, those staff members are requested to send their applications directly to the Examinations and Tests Section through the Chief Administrative Officer or Director of the United Nations Information Centre of their respective duty stations by **15 February 2007**, the deadline for receipt of applications in the Examinations and Tests Section, Office of Human Resources Management.

16. Applications that are incomplete (without the P.11 or Personal History Profile) or are received after the above deadline will **not** be considered.

Application (for staff members of the United Nations Secretariat only)

2007 competitive examination for English interpreters

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/Office _____ Duty station _____

Room No. _____ Tel. extension _____ Fax No. _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s)? _____

What is your main language?[1] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Please complete an up-to-date P.11 form or, preferably, a Personal History Profile (PHP) and attach it to this application. Describe your work experience giving dates and length of time and the organization you worked for as an English interpreter, translator, editor and/or verbatim reporter.

Incomplete applications will not be considered.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____
(When applying by e-mail, type the date and your name above.)

I have read information circular ST/IC/2006/58 and I understand that, if I am successful in the 2007 Competitive Examination for English Interpreters and am recommended for inclusion in the roster, my assignment as an English interpreter will be subject to my acceptance of the conditions of service indicated in paragraphs 11 to 13 of the circular.

Date _____ Signature _____

(When applying by e-mail, type the date and your name above.)